

CERTIFICATION AT LEVEL 4

To become certified at level 4, the applicant must have completed all level 3 requirements. The applicant must provide proof of passing a list of courses, write and submit to the State Assessors Board a passing narrative appraisal report and pass an oral examination covering all of the courses listed in the outline. The oral examination will be given by the State Assessors Board. The courses for level 4 certification are as follows:

| <u>COURSE TITLE</u> | <u>CLASSROOM HOURS</u> |
|---|-------------------------------|
| Advanced Income Approach | 30 |
| Personnel Relations/Management/Labor Relations | 15 |
| Budget Preparation/Government Financing | 15 |
| Statistics in Assessing or IAAO 300, 301 or 302 | 15 |
| Ethics and Standards of Professional Practice | 15 |
| | <hr/> 90 |
| Submit a Narrative Appraisal Report | Estimated Time |
| Oral Examination | 1 Year |

Phone Numbers

Appraisal Institute – (312) 335-4100

Holloway's Real Estate Institute, Inc. – (517) 394-3943

International Association of Assessing Officers (IAAO) – (312) 819-6100

Michigan Assessors Association (C. Jan Markowski) – (517) 788-4033

State Assessors Board – (517) 373-8320

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LEVEL 4

Advanced Income Approach – 30 hours

IAAO Advanced Income Approach to Value – Course 202
Appraisal Institute Course 510
Lansing Community College – Business 288
MAA Advanced Income Approach Parts 1 and 2

Personnel Relations/Management/Labor Relations – 15 hours

Community College Management Course
IAAO Course 400 Assessment Administration
MAA Strategic Leadership (not valid after 1/96)
MAA Principles of Public Administration

Budget Preparation/Government Financing – 15 hours

Basic Government Accounting
Intermediate Government Accounting
Advanced Government Accounting
Budgeting Workshop
 15 classroom hours of any of the Michigan Townships Association
 Courses above (must include Budgeting Workshop)
MDPA-203 Henry Ford Community College
MAA Planning and Administering Finance

Statistics in Assessing – 15 hours

IAAO Mass Appraisal Residential Property
IAAO Mass Appraisal Commercial/Industrial Property
MAA Statistics In Assessing

Ethics and Standards of Professional Practice – 15 hours

IAAO Standards of Practice & Professional Ethics
Appraisal Institute 410 Standards of Professional Practice, Part A
Holloway Uniform Standards of Professional Appraisal Practice
MAA Appraiser Standards and Ethics

07/01/2006